

International Leasing and Real Estate Intern



Project Title	International Leasing and Real Estate Intern
Project Summary	Interns interested in international real estate and leasing opportunities for U.S. Properties abroad. Interns will focus on cities such as Paris to Lilongwe.
Country	United States
Agency	Department of State
DoS Office	OBO/PRE/RPL/ML
Post	N/A
Section	N/A
Number of Interns	1

Project Description

Throughout the year, the intern will assist OBO by helping draft model documents for leasing transactions. Model documents may include, but are not limited to: lease purchase documents, option-to-lease agreements, request for proposals, scopes of work, etc. OBO works in many different markets and laws around the world. The creation of Model Documents will assist OBO with template documents to adapt to the various situations the Realty Specialists may encounter. The intern will work with a mentor to establish a set of benchmarks and schedule for check-ins.

Desired Skills Interests

Skill
Research
Communication Skills
Microsoft Excel
Analytical Writing
microsoft word
Microsoft PowerPoint

Additional Information

Applicants should be prepared to send writing samples as this is a writing intensive internship.

Additional Information:

The Bureau of Overseas Buildings Operations (OBO) directs the worldwide overseas building program for the Department of State. Working with other offices and bureaus, foreign affairs agencies, and Congress, OBO sets worldwide priorities for the design, construction, acquisition, maintenance, use, and sale of real properties and the use of sales proceeds. Embassies and consulates are required to be safe, secure, and functional, but also should be inspiring places for the conduct of diplomacy and represent the best of American architecture, design, engineering, and construction. OBO develops sites that best represent the U.S. government, its goals and enhance the conduct of diplomacy. Whenever possible, sites are selected in urban areas, allowing U.S. embassies and consulates to contribute to the civic and urban fabric of host cities. The design of buildings and sites is a comprehensive process of understanding and balancing requirements and incorporating them into a thoughtfully conceived, cohesive, and inspiring, whole.

Regions include: Europe, Middle East, Africa, Asia and Latin America.

Language Requirements

None